

**DOWNTOWN ORILLIA MANAGEMENT BOARD  
SPECIAL BOARD MEETING  
MINUTES**

May 22, 2013 – 6:00 pm  
in the DOMB Board Room  
33 Mississauga St. W.

(Accessible entrance is located at the back entrance off Andrew Street)

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Present: Sarah Valiquette-Thompson, Susan Willsey, Mariano Tulipano, Bob Willsey, Ron Spencer, Helen DiPardo,  
Regrets: Councillor Pete Bowen, Eric Cathcart  
Also Present: Lisa Thomson-Roop (staff)

**1. Open Session**

**2. Chair** – Sarah Valiquette-Thompson

**3. Call to Order** – 6:07

**4. Approval of Agenda-** *Carried.*

**5. Disclosure of Interest -**

13.f. Ironside Signage Grant Application: Ron Spencer – Landlord of applicant

**6. Deputations**

**7. Minutes**

April 17, 2013

April 23, 2013

April 30, 2013

*Carried.*

**8. Closed Session**

a. Motion to move into Closed Session

**Motion 1**

**Moved: Susan Willsey**

**Seconded: Bob Willsey**

**“THAT, pursuant to Section 239(4) of the Municipal Act, 2001, S.O. 2001, c.25, notice is hereby given that the Downtown Orillia Management Board intends to hold a closed session meeting in the Downtown Orillia Management Board boardroom to deal with matters pursuant to Section 239(2) (d) of the said Act (Personnel Matters)”**

*Carried.*

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- b. Closed Session Items  
Personnel Matter- Re: Staff Contracts
- c. Motion to rise and report to Open Session

**Motion 2**

**Moved: Bob Willsey**

**Seconded: Susan Willsey**

**“THAT the Downtown Orillia Management Board rise and report to open session.”**

***Carried.***

**9. Open Session**

**10. Motions arising from Closed Session Discussions**

*Direction: Hire a summer student to get through the busy season. Work on report with Executive Committee to discuss office staffing. Explore Co-op students for front office tasks.*

**11. Correspondence – Information Items**

- a. Office of the City Clerk – Parking Space Use, Spring Fling on Peter Street
- b. Office of the City Clerk – West Street South Beautification
- c. Office of the City Clerk – Farmers’ Market Location – Market Square
- d. Treasury Department – Downtown Surveillance Camera Project Update
- e. Office of the City Clerk – Code of Conduct Amendments
- f. Office of City Clerk – Property Standards By-law
- g. Office of the City Clerk – Downtown May Sidewalk sale – Street Closure Request
- h. Treasury Department – Downtown Budget Report
- i. Treasury Department – Detailed Trial Balance for 2013
- j. Ministry of Citizenship and Immigration – Ontario Medal for Good Citizenship
- k. Orillia & District Canadian Club – Invitation 100<sup>th</sup> Anniversary High Tea
- l. Orillia Police Services Board – Parade Permit MS Society

*Received as informational.*

**12. Correspondence – Action Items**

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- a. Youth Unlimited – Sponsorship Request – Receive as information.
- b. Just Elaine's- Downtown Road Closures – Discussion: *In conjunction with 11.c.*
- c. CC Fashions – Dianne Cipolla Road Closures –  
*Discussion: We need to look at all the events. We have 3, 5 block closures this year, but we need to look at a policy in conjunction with other event organizers who use the downtown that can't fill the entire downtown. Need the flexibility to change and adapt.*

**Motion 3:**

**Moved: Mariano Tulipano**  
**Seconded: Ron Spencer**

**“May Sidewalk Sale, July Sidewalk Sale and August Car Show must always be a 5 blocks. Please write in policy.”**  
**Carried.**

- d. Shawn Crawford Manager of Legislative Services – Sidewalk Signage

**Motion: 4**

**Moved: Bob Willsey**  
**Seconded: Helen DiPardo**

**“ THAT the Downtown Orillia Management Board approve the sign design provided by legislative services with suggestions of “e” be added to distinguish the e bikes.”**  
**Carried.**

**13. Reports**

- a. Financial Report –

**Motion 5**

**Moved: Bob Willsey**  
**Seconded: Ron Spencer**

**“THAT the Downtown Orillia Management Board pay all financials dated prior to May 22, 2013.”**  
**Carried.**

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- b. Recreation Facility – No report.
- c. Events Committee –  
*Received as information*
- d. Marketing Committee  
*Received as information*
- e. Website Update  
*Received as information.*
- f. Façade Panel – Sign Board Grant Application  
*Ron Spencer declared a conflict and left the table during Ironside’s Signage grant application discussion.*

**Motion 6**

**Moved: Nick Rasetta**

**Seconded: Helen DiPardo**

**“THAT the Downtown Orillia Management Board approve a signboard façade grant application for Ironside Electric Co. at 165 Mississaga Street East in the amount of \$440.00. Payment will be issued after the submission of paid receipts and a photo of the completed sign in three installments:**

- 1. on the installation of the sign**
- 2. the first anniversary of the installation of the sign;**
- 3. the 2<sup>nd</sup> anniversary of the installation of the sign.”**

***Carried.***

**Motion 7**

**Moved: Nick Rasetta**

**Seconded: Helen DiPardo**

**“THAT the Downtown Orillia Management Board approve the Façade Grant Application of Ancorp Holdings Ltd for its property located at 38 Mississaga Street East in the amount of \$5000.00, which is the maximum façade grant available, for the estimated \$48,575.00 proposed improvement.**

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**AND THAT all paid invoices and a picture of the finished improvement is submitted to the Downtown Orillia Management Board's Office before payment is issued.**

**AND THAT the approval the Ancorp application is on the condition of the of the Façade Improvement Panel's approval of the entire application."**

***Carried.***

- g. New Computer -

*Direction: Explore and purchase if feasible a laptop with a core i7 and a 3 year warranty*

**Motion: 8**

**Moved: Ron Spencer**

**Seconded: Bob Willsey**

**"THAT the Downtown Orillia Management Board recommend purchasing option 1 the Toshiba Satellite and programming from Downtown Computers at a cost of \$1098.00 or not to exceed \$1500.00 for an i7 with warranty."**

***Carried.***

- h. Hiring Committee

*Direction: Hire a summer student to get through the summer.*

- i. Parking Advisory Committee – Report

*Received as information.*

- j. Farmers' Market Ad Hoc Committee

*Direction: Email membership with a copy of our letter and some context on the location of the Farmers' Market. Ask members to contact their councillors and advocate for the Market Square location.*

- k. Transit Committee

*Received as information*

- l. Streets Alive!

*Received as information*

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m. Lakehead Update  
*No Report.*

n. Chamber Update  
*Received as information.*

**14. Deputation Motions**

**15. Date of Next Meeting** –Tuesday June 18, 2013. –DOMB Board Room

**16. Adjournment – 7:50pm**